

Summary Report
City of Raleigh Historic Cemeteries Advisory Board

**Borden Building * 820 Clay Street
Monday, March 28, 2011**

Members Present:

Jane Thurman- Raleigh City Cemeteries Preservation, Inc.
David Brown- Raleigh City Cemeteries Preservation, Inc.
Danny Morgan- City of Raleigh Parks and Recreation Department
Wayne Schindler- City of Raleigh Parks and Recreation Department
Jimmy Thiem- Parks, Recreation and Greenway Advisory Board
Terry Harper- Raleigh City Cemeteries Preservation, Inc.
Orrin Haywood- Raleigh City Cemeteries Preservation, Inc.
Betsy Haywood Foard- Raleigh City Cemeteries Preservation, Inc.

Members Absent:

Doris Burke- Parks, Recreation and Greenways Advisory Board

City of Raleigh Staff Present:

Christy Cornell
Cindy Trumbower

Others present:

John Blasco

CALL TO ORDER

Mr. David Brown called the meeting to order at 5:36 p.m.

The Board reviewed and approved the minutes from the 02/21/2011 meeting. A name error was identified. With the correction, the minutes were approved unanimously.

DISCUSSION

OLD BUSINESS

Cindy Trumbower, the City of Raleigh Parks and Recreation Volunteer Coordinator, spoke about the formation of a Cemetery Watch group for City Cemetery. She has spoken with several neighbors who expressed interest in the program. A public information meeting will be held on Tuesday, April 26, 2011 to inform neighbors and adjoining businesses about the program's goals and the expectations of volunteers.

Wayne provided a report of tree, shrub, and ground cover found at O'Rourke-Catholic Cemetery. It was noted that John Stokes, the Cemetery's former Sexton, was responsible for planning much of the current landscape.

Wayne provided a report of necessary repairs to the brick retaining wall. A firm, which is able to replicate the brick, has been identified.

Wayne noted that Urban Forestry staff will complete their reassessment of the site's trees by 4/1/11. Wayne is awaiting a recommendation on whether any large trees should be removed from the site. Decisions regarding wall repairs, fencing replacement, casket location, and grading are dependant on these recommendations. Such improvements will likely require a Certificate of Appropriateness from the Historic Districts Commission.

The Board had a short discussion on funding availability for improvements. Wayne noted that tree, shrubbery, fencing removal, and re-landscaping could be handled in-house; therefore, CIP funding should be used for fence replacement. The Board identified fencing replacement criteria: simple in design, vertical pickets, bottom and top bar, black color, 42 inch high, aluminum, non-rust attachments, low maintenance, vehicle and 2 pedestrian gates. Jimmy offered to take the criteria and pick several options for the Board to review at the April meeting.

Wayne shared an email received by City Manager Allen from a citizen concerned about trash at O'Rorke. Danny will ask Solid Waste Services staff to install and service one or more trash receptacles between College St. and New Bern Avenue.

Danny mentioned that Progress Energy has repaired and relocated the light in City Cemetery. It now shines directly over the Peace Plot.

Jane and Terry shared a draft outline of the Maintenance Management manual. It is thought that each cemetery will need a tailored manual to fit the unique conditions within each site. Information from the State Historic Preservation Office and from the Raleigh Historic District's Guidelines should also be included.

Jane discussed ordering 2 plaques for City Cemetery and Mt. Hope Cemetery. The customized plaques will cost \$405 each. Jane noted that RCCP has received a donation from the Seed and Sod Club of Raleigh. The Board graciously accepted the donation and will apply 50% of the funding towards each plaque. The Board will match the funding to purchase both plaques.

The Board discussed appointments and the election of officers for the upcoming term. The Board (serving as a Nominating Committee-of-the-Whole) unanimously recommended Jason Queen to replace Betsy Haywood Foard who desires to step down from the Board.

The Board unanimously approved a motion to elect Jimmy Thiem to serve as Vice-Chair of the Board for the full term of 2011-2013.

The Board unanimously approved a motion to elect David Brown to serve as Chair of the Board for the term of 2011-2012.

Christy distributed a draft copy of the Annual Report for 2010-2011 and the 2011-2012 Work Plan. A final version will be approved at the next Board meeting in April.

NEW BUSINESS

Jane mentioned a fundraiser to be held on 5/21/2011.

The next meeting of the City of Raleigh Historic Cemetery Advisory Board meeting will be held on Monday, April 11, 2011 at the Borden Bldg. at Fletcher Park. With no further business, the meeting was adjourned at 7:03 p.m.